

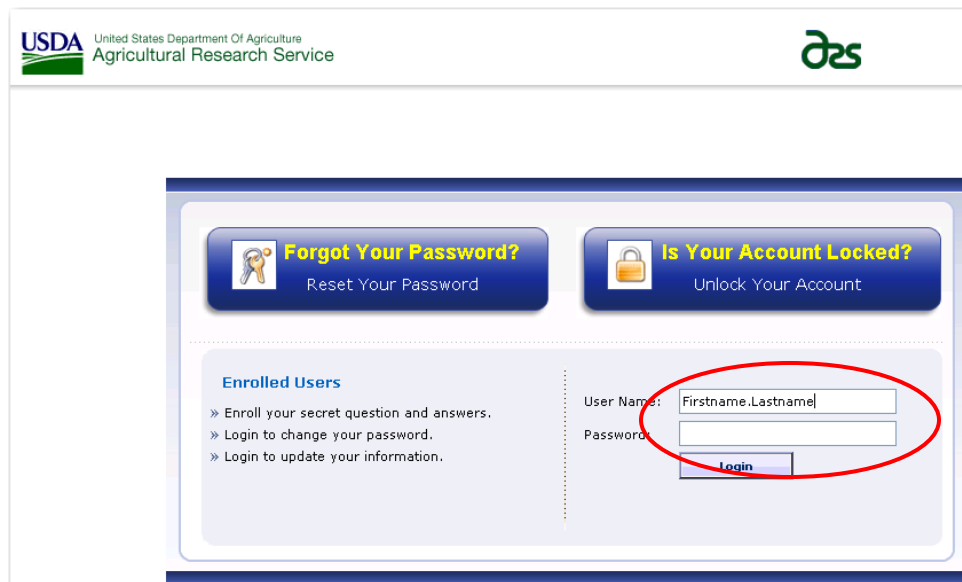
## AD Self Service Enrollment Process

ARS-OCIO has implemented a password self-service product which will allow you to reset your own ARSnet password or unlock your ARSnet account if it is locked. In the Midwest Area, this includes but is not limited to E-Mail, SharePoint, REE Directory Update, REE Forms, and ADManagerPlus (if you have rights).

Create a shortcut on your desktop with the following URL: <http://reset.ars.usda.gov>. Name the shortcut "ARSnet Password Reset".

In order for you to take advantage of this new product you must enroll yourself by double clicking the **ARSnet Password Reset** icon located on your desktop.

1. Log in using your ARSnet credentials (i.e., arsnet\username).



The screenshot displays the ARSnet self-service portal. At the top, the USDA logo and "United States Department Of Agriculture Agricultural Research Service" are on the left, and the ARS logo is on the right. The main content area features two blue buttons: "Forgot Your Password? Reset Your Password" and "Is Your Account Locked? Unlock Your Account". Below these, there is a section for "Enrolled Users" with links to enroll, change password, and update information. To the right of this section is a login form with fields for "User Name:" (containing "Firstname.Lastname") and "Password:", both of which are circled in red. A "Login" button is positioned below the password field.

2. This screen (My Info) will allow you to make changes to your phone number and other contact information that appears in the Outlook Global Address Book.

The screenshot shows the 'My Info' page of the USDA Agricultural Research Service. At the top, the USDA logo and 'United States Department Of Agriculture Agricultural Research Service' are on the left, and a 'Welcome, [username]' message with 'Sign Out' and 'Personalise' links is on the right. Below the header are three tabs: 'My Info' (selected), 'Change Password', and 'Reset Q&A'. The 'My Info' tab contains three sections: 'General' with a 'Telephone number' field (pre-filled with '301-504-'), 'Contact' with fields for 'Home phone', 'Pager', 'Mobile', 'Fax', and 'IP phone', and 'Address' with fields for 'Street', 'P.O.Box', 'City', 'State/province', and 'Zip/Postal Code'.

3. Click on the Reset Q&A tab to access the User Registration Screen.

This image is a close-up of the navigation tabs at the top of the USDA Agricultural Research Service website. It shows the 'My Info', 'Change Password', and 'Reset Q&A' tabs. The 'My Info' tab is highlighted with a blue background and white text, while the other two tabs have a white background with blue text. The USDA logo and 'United States Department Of Agriculture Agricultural Research Service' text are visible above the tabs.

4. Next you need to configure your personal Security Questions. *This will allow you to reset your forgotten password or unlock your ARSnet account.* Use the drop down arrow next to the “Please Select a Question” box to select a question. Enter your answer to the question in the box next to it. Your answer must be at least three characters.

USDA United States Department Of Agriculture  
Agricultural Research Service

My Info Change Password Reset Q&A

### User Registration Screen

Configure your personal Questions and Answers profile that allow you to reset forgotten password or unlock your account in the future

User Name :

Domain Name :

✓ The length of the answer field should vary between 3 and 255 characters

Selectable Questions :

Questions	Answers
<input type="text" value="-----Please Select a Question-----"/>	<input type="text"/>
<input type="text" value="-----Please Select a Question-----"/>	<input type="text"/>
<input type="text" value="-----Please Select a Question-----"/>	<input type="text"/>

Save

5. Once you have entered all of your security questions, click Save.

Selectable Questions :

Questions	Answers
<input type="text" value="In what city did you meet your spouse/significant other ?"/>	<input type="text" value="Blurred Answer"/>
<input type="text" value="What is your pet's name ?"/>	<input type="text" value="Blurred Answer"/>
<input type="text" value="What is your mother's maiden name ?"/>	<input type="text" value="Blurred Answer"/>

Save

6. Now, the next time you forget your ARSnet password or lock your ARSnet account, you can double-click on the “Reset Password” icon on your desktop to reset your password or unlock your account, by using either the blue box on the left (Forgot Your Password?) or the right (Is Your Account Locked?).

USDA United States Department Of Agriculture  
Agricultural Research Service

ars

**Forgot Your Password?**  
Reset Your Password

**Is Your Account Locked?**  
Unlock Your Account

**Enrolled Users**

- » Enroll your secret question and answers.
- » Login to change your password.
- » Login to update your information.

User Name:

Password:

**Login**

Important: If you have any questions or issues with the above process, first contact your Location IT Specialist. If he/she is not available, please contact the Area Office IT Section via E-Mail at [MWAHelpDesk@ars.usda.gov](mailto:MWAHelpDesk@ars.usda.gov).